

16th July 2025

Secretary, University Grants Commission

Registrar, University of Colombo
University of Peradeniya
University of Sri Jayewardenepura
University of Kelaniya
University of Moratuwa
University of Jaffna
University of Ruhuna
The Open University of Sri Lanka
Eastern University, Sri Lanka
South Eastern University of Sri Lanka
Rajarata University of Sri Lanka
Sabaragamuwa University of Sri Lanka
Wayamba University of Sri Lanka
University of the Visual and Performing Arts
Gampaha Wickramarachchi University of Indigenous Medicine
University of Vauniya, Sri Lanka

Rector, Sri Palee Campus
Trincomalee Campus

Director, Postgraduate Institute of Medicine
Postgraduate Institute of Agriculture
Postgraduate Institute of Pali & Buddhist Studies
Postgraduate Institute of Archaeology
Postgraduate Institute of Management
Postgraduate Institute of Science
Postgraduate Institute of English
- Postgraduate Institute of Humanities and Social Sciences
Postgraduate Institute of Indigenous Medicine
Postgraduate Institute of Medical Sciences
- Institute of Human Resource Advancement
University of Colombo, School of Computing
National Institute of Library and Information Science
Institute of Technology, University of Moratuwa
Institute of Bio-Chemistry, Molecular Biology and Bio Technology
The National Centre for Advanced Studies in Humanities and Social Sciences
Swamy Vipulananda Institute of Aesthetic Studies
Institute for Agro-Technology & Rural Sciences

Post of Registrar – Internal Notice of Calling Applications

I enclose an internal advertisement calling applications for the post of Registrar in the Uva Wellassa University of Sri Lanka according to the Establishment Circular No. 09/2023 of University Grants Commission.

I shall be grateful if you could kindly bring this advertisement to the notice of the members of the staff of the University Grants Commission/ Higher Educational Institutions.


Vice-Chancellor

Uva Wellassa University of Sri Lanka

Senior Professor Kolitha B. Wijesekara
Vice Chancellor
Uva Wellassa University
Passara Road, Badulla
Sri Lanka





**Uva Wellassa
University**

Uva Wellassa University of Sri Lanka

NOTICE

POST OF REGISTRAR

The Uva Wellassa University of Sri Lanka will entertain applications **internally (From the staff of the Commission/Higher Education Institutions/Institutes)** in line with the UGC Establishments Circular Letter No. 09/2023 dated on 21-11-2023, from suitably qualified persons for the post of Registrar up to **15th August 2025**.

01. Qualifications:

- OR
- (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.181,730 -3x3,900;11x4,850-246,780 p.m.

Please note that the following allowances will also be paid in addition to the salary.

- I. Cost of Living Allowance: Rs. 17,800/-
- II. Monthly Compensatory Allowance (MCA): (36%-Rs.330/-) of the Basic salary

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 Uva Wellassa University .
- 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.
- h. Further training where appropriate will be supported by the University.

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.

How to apply

1. Application forms and relevant details should be downloaded from the University Website: <https://www.uwu.ac.lk>
2. All applications should be submitted by the applicants by filling out the Google Form via the link given below.
<https://forms.gle/fnMcXMywhLxSoP9Y9>
3. The duly completed 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 **Vice-Chancellor, Uva Wellassa University of Sri Lanka, Passara Road, Badulla on or before, 15th August 2025.**
4. 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.
5. 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.
6. Further clarification can be obtained from the Senior Assistant Registrar, Human Resources Division, **055-3128945 / 055-3128945** or **recruitment@uwu.ac.lk**.

**Vice-Chancellor
Uva Wellassa University of Sri Lanka
Passara Road
Badulla
16th July 2025**