



**WAYAMBA UNIVERSITY OF SRI LANKA
KULIYAPITIYA**

POST OF REGISTRAR

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The Wayamba University of Sri Lanka will entertain applications from suitably qualified persons for the post of Registrar up to 24th July 2017.

Potential applicants should be dynamic and innovative to take the responsibility of all administrative matters pertaining to the establishment of new Faculties such as Medicine and Technology, Projects and other development activities of the Wayamba University.

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 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.

Salary Scale:

U-EX 3(I) Rs. 71191-3x1438; 11x1794-95239 p.m.

In addition the Government approved allowances will be paid

SABBATICAL LEAVE :

The holder of the post will be eligible for one year sabbatical leave with full pay or two years duration without pay, after completion of seven years of service. Those proceeding abroad on Sabbatical Leave shall be entitled to receive full passage for himself/herself as well as spouse.

BENEFITS :

Appointee will become contributor to the Universities Provident Fund contributing 10% of his/her earning and the University contributing an amount equivalent to 7% of his/her monthly earnings. In addition he/she will become a contributor to the Employees Trust Fund and the University Pension Scheme under which the University will contribute an amount equivalent to 3% and 8% of the monthly earning of the employee respectively.

The selected candidate would be provided with transport facilities in accordance with the current regulations.

METHOD OF APPLICATION AND CLOSING DATE :

Application forms could be obtained from the Office of the Senior Assistant Registrar/Academic Establishments on working days from 8.30 a.m. to 4.15 p.m. or by sending a self-addressed stamped envelope of 23x10 cm in size along with a letter of request indicating the post applying for or by visiting the University web site. (www.wyb.ac.lk).

Applications should be made in the prescribed form obtainable from the University and should be forwarded with certified copies of educational and service certificates under registered cover to reach the Vice-Chancellor, Wayamba University of Sri Lanka, Kuliyaipitiya on or before 24.07.2017. The post applied for should be clearly mentioned on the top left-hand corner of the envelope.

Applicants from the University System/Government Departments/Corporations and Statutory Boards should channel their applications through the Heads of respective Institutions. Incomplete, illegible or late applications which are not in conformity with the above requirements will be rejected.

N.B.

(Applicants who have already sent their applications for the post of Registrar as per the previous advertisement appeared on 19th March 2017 in the Sunday Observer need not apply again as their applications will be considered when calling for the interview.)

*Vice-Chancellor
Wayamba University of Sri Lanka
Kuliyapitiya
28.06.2017*