



# UNIVERSITY OF PERADENIYA

## VACANCIES

Applications are invited from suitably qualified persons for the following posts in the University of Peradeniya.

### 1) REGISTRAR

The Registrar is a full time Officer of the University, Ex-officio Secretary of the Council and the Senate and the Assistant Accounting Officer of the University. He/ She shall be the custodian of the property of the University and, subject to the direction and the control of the Vice-Chancellor, be responsible for the general administration of the University.

The University is searching for a dynamic individual to join the top management of the University of Peradeniya and charter the future direction of a leading national institution and contribute to socio-economic development of the country through improvement of quality and relevance of higher education.

Preference will be given to applicants possessing experience in modern management practices, proven leadership skills, creative and innovative approaches to problem solving, competency in English and excellent interpersonal and communication skills. Academics with management/administrative experience may also apply.

**Salary Scale:** Rs. 104000 – 3x2170; 11x2700 – 140210 p.m. [U-EX 3(I)]

#### 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(I) 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(I) 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 Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) 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.

#### Other Benefits:

1. The holder of the post of Registrar after confirmation in the appointment, will be eligible for Sabbatical Leave of one year's duration with pay or two years' duration without pay on completion of the seven years of service. Those proceeding abroad on Sabbatical Leave shall be entitled to receive full air passage for himself/ herself as well as for the spouse.
2. Further training where appropriate will be supported by the University.
3. Residential facilities, an official vehicle, Entertainment allowance of 10% of the basic salary and Communication allowance will be paid as per current regulations.
4. Research allowance will be provided according to prevailing circulars.

### 2) WORKS ENGINEER (CIVIL) GRADE III

**Salary Scale:** 50625-3x1125-54000(EB) 55335; 12x1335-71355 p.m. [U-EX-I (II)]

#### Qualifications:

(a) Should have a B.Sc. Engineering Degree specializing in Civil Engineering from a University/ Higher Educational Institution recognized by the UGC and the Institution of Engineers Sri Lanka (IESL) and registered as an Associate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

OR

(b) Should have a Bachelor of Engineering Technology (BET) Degree specializing in Civil Engineering Technology or Construction Technology from a University/ Higher Educational Institution recognized by the UGC with at least two (02) years of experience in Civil Engineering works in a recognized establishment, and registered as an Affiliate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

OR

(c) Should have a National Diploma in Technology specialized in Civil Engineering or equivalent with at least seven (07) years of experience in Civil Engineering works in a recognized establishment and registered as an Incorporated Engineer or above at the Engineering Council of Sri Lanka (ECSL).

**NOTE:** The in-plant training period shall not be counted for the period of experience.

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

I. Cost of Living Allowance - Rs. 7,800/-

II. Additional Allowance - 20% of the Basic Salary

III. Monthly Compensatory Allowance (MCA) - 45% of the Basic salary

#### General Notes:

- I. The University reserves the right to shortlist the applications and summon candidates for the interview, based on the prevailing rules and regulations.
- II. Employees of Government/ Corporations should forward their applications through the Heads of respective Departments/ Corporations along with a certified statement of the present salary particulars. The applications which are not received through the proper channel on or before the closing date will not be considered.
- III. The selected candidates will become contributors to the Universities Provident Fund as well as the Universities Pension scheme, the contributions being 10% from the employee to the Provident Fund and 7% and 8% from the employer to the Provident Fund and Pension Fund respectively. Further contribution of 3% will be made by the employer to the Employees Trust Fund.
- IV. Application forms should be downloaded from the University Website at <http://www.pdn.ac.lk/Vacancies/> and duly completed application along with photocopies of certificates in proof of qualifications and experience should be sent by **Registered Post to Senior Assistant Registrar, Non-Academic Establishments Division, University of Peradeniya on or before 25.10.2021.**
- V. Name of the post in respect of the application, should be stated on the top left-hand corner of the envelope.
- VI. Applications will not be entertained personally and the University will not bear any responsibility for such submissions. Incomplete, illegible, late applications, applications without documents of proof and applications which are not submitted through prescribed format will be rejected.
- VII. To obtain information about the University system, administrative and financial procedures, etc. please use the following link. <https://www.pdn.ac.lk>

**VICE-CHANCELLOR**  
**University of Peradeniya**

03<sup>rd</sup> October 2021