



UNIVERSITY OF PERADENIYA

VACANCIES

Applications are invited from suitably qualified confirmed and permanent internal employees of the University of Peradeniya for the post of **Acting Registrar** at the University of Peradeniya.

1) ACTING 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 in 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 until the vacancy of the post of Registrar is filled.

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.

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:

Acting allowance will be paid as per the Section no. 16.5.2 of Chapter VI of the Establishments Code which has been amended by the Establishments Circular 720.

Any other allowances will be paid as per relevant circular provisions.

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. Candidates should forward their applications through the Heads of respective Departments (as applicable). The applications which are not received through the proper channel (as applicable) on or before the closing date will not be considered.
- III. Application forms should be downloaded from the University Website at <http://www.pdn.ac.lk> and duly completed application along with photocopies of certificates in proof of qualifications and experience should be sent by **Registered Post** or can be hand delivered to the Office of the Vice Chancellor addressed to the **Vice- Chancellor, University of Peradeniya on or before 15.05.2023**.
- IV. Name of the post in respect of the application, should be stated on the top left-hand corner of the envelope.
- V. The incomplete, illegible, late applications, applications without documents of proof and applications which are not submitted through prescribed format will be rejected.
- VI. 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
17.04.2023