UNIVERSITY OF RUHUNA
VACANCY

POST OF REGISTRAR

The University of Ruhuna will entertain applications from suitably qualified candidates for the Post of Registrar.

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 Master's 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 Master's 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.

SALARY SCALE:

U–EX 3 (I) – Rs. 181,730-3x3,900;11x4,850 -246,780 p.m.
(In addition, the Government approved allowances applicable to the university system will be paid)

BENEFITS

- The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance as per the relevant Circular.

- The holder of the above post will be eligible for Sabbatical Leave with full pay on completion of the required period of service as per the relevant provisions.

- 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 employees 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 (Non-Academic Category – 60 years)

will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.

- **Gratuity**
  Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

GENERAL NOTE:

- The appointment will be on probation for a period of three years, which may be extended at the discretion of the Council of the University of Ruhuna. Provided that, where an employee confirmed in the Commission or in a Higher Educational Institution, is subsequently appointed for the said post, in the first instance, for a probationary period of one year, and shall thereafter be subject to confirmation by the Governing Authority of the University of Ruhuna.

- The other conditions of appointment will be in accordance with provisions of the Universities Act and its amendments, Establishment Code of the UGC & HEI's, Ordinance, By-laws, Regulations and Rules, etc. made thereunder.

- Age limit will be considered as per the relevant provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutions/Institutes.

METHOD OF SELECTION:

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

HOW TO APPLY

1. Application (https://application.ruh.ac.lk/regapp/) for the above post should be submitted using the prescribed application form, which can be downloaded from the link provided in the "Career Opportunities" section of the University of Ruhuna website (www.ruh.ac.lk).

2. Certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates must be submitted along with the application. Only the qualifications, experience, or other merits obtained as of the closing date of applications will be considered during evaluation at the structured interview. Any certificates submitted at the interview, afterward, or not included in the application will not be accepted.

3. The duly completed original application, together with certified annexures (hard copies), should be:

   a. Scanned as a single PDF file, and a copy must be emailed to recruitment.na@admin.ruh.ac.lk on or before **14.07.2026**.
   b. Forwarded in hard copy under registered cover, together with copies of all relevant certificates, to reach the **Vice-Chancellor, University of Ruhuna, Wellamadama, Matara** by **14.07.2026**. The name of the post for which the application is submitted

should be clearly stated on the top left-hand corner of the envelope.

Applicants currently employed in a University system, Government Department, State Corporation, or Statutory Board must submit their applications through the Head of their respective Institution.

4. In the application, candidates are required to specify the relevant category under which they are applying.

5. Applicants shall pay a non-refundable application fee of Rs. 1000.00, and the receipt must be attached to the duly completed application form. **Applicants should pay it to the reference number 101042500000013 People's Bank, University of Ruhuna Collection Account through any branch of the People's Bank or via https://pay.ruh.ac.lk.**

6. The University reserves the right to shortlist candidates. Applications received after the closing date, applications not in conformity with the above requirements, and incomplete applications will be rejected without further intimation.

7. Further clarifications may be obtained from the Deputy Registrar, Non-Academic Establishments Division, University of Ruhuna at +94412222681 or via email at recruitment.na@admin.ruh.ac.lk.

Vice Chancellor
University of Ruhuna
Wellamadama
Matara
09.06.2026