



SOUTH EASTERN UNIVERSITY OF SRI LANKA

VACANCY

POST OF REGISTRAR

The South Eastern University of Sri Lanka will entertain applications from the suitably qualified Candidates for the above post.

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 recognised 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 recognised 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-EX2(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-EX3(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.
- 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.
- 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 South Eastern University of Sri Lanka. 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 South Eastern University of Sri Lanka.
- 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.

SELECTION CRITERIA:

- 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.

OTHER CONDITIONS:

- (i) Applications for the above post should be submitted on the prescribed application form, which can be downloaded from the link on the University website <https://www.seu.ac.lk/vacancy/>.
- (ii) Duly completed applications must be forwarded under **registered cover, together with copies of all relevant certificates**, to reach the **Vice Chancellor, South Eastern University of Sri Lanka, University Park, Oluvil, #32360 on or before 30.09.2026**. Only applications submitted in the specified form will be accepted.
- (iii) In the application, candidates are required to specify the relevant category under which they are applying.
- (iv) Applicants shall pay a non-refundable application fee of Rs. 500.00, and the receipt must be attached to the duly completed application form. **Applicants should pay it to the Account No. 228-1001-9000-1704, People's Bank, Addaichenai, South Eastern University of Sri Lanka Collection Account, through any branch of the People's Bank.**
- (v) The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (vi) Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (vii) Applications received after the closing date/not in conformity with the above requirements/incomplete applications will be rejected without intimation.
- (viii) The South Eastern University of Sri Lanka reserves the right to shortlist the candidates.

**Vice Chancellor
South Eastern University of Sri Lanka
University Park, Oluvil # 32360
01.09.2026**