

Post of Registrar

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UNIVERSITY OF JAFFNA

VACANCY

POST OF REGISTRAR

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

Registrar is a full-time Officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by the Universities Act No.16 of 1978. The Registrar is responsible for the custody of the records and the property of the University. The Registrar is the ex officio Secretary of the Council [Governing authority] and the Senate [Academic authority]. The Registrar is the Assistant Accounting Officer of the University. The Registrar is subject to the direction and control of the Vice-Chancellor responsible for the General Administration of the University and the disciplinary control of its Non-Academic staff.

REQUIRED QUALIFICATIONS:

- ➊ 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
- ➋ 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
- ➌ 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
- ➍ 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
- ➎ 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
- ➏ 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.

APPLICABLE SALARY SCALE:

- ➊ U-EX 3 (I) – Rs. 181,730 -3x 3,900; 11x 4,850 – 246,780 p.m. (In addition, the Government approved allowances are payable)

SELECTION CRITERIA:

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

ENTITLEMENT OF BENEFITS:

- ➊ **Provident Fund and Contributory Pension Scheme:** 10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. Further, 8% of the salary will be credited to the Pension Fund by the employer.
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.
- ➋ **Employees Trust Fund:** 3% of the salary will be credited by the employer.
- ➌ **Gratuity:** Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.
- ➍ The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance.
- ➎ 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.

GENERAL NOTE:

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

APPLICATION PROCEDURE:

- ➊ **Application Mode:**
 - ➋ Applications should be on **specified form** issued by the University. Application form and particulars for the above posts can be downloaded only from jn.ac.lk.
 - ➌ Closing date of the application is **30th October 2026**.
 - ➍ In the application, candidates are required to **specify the relevant category** under which they are applying.
 - ➎ The envelope containing the duly filled application form must bear Title of the **Post of Registrar** on its top left corner and either hand delivered or sent under registered post to reach the **Deputy Registrar/ Non-Academic Establishments** of this University on or before the closing date.
 - ➏ Applicants must attach **certified copies of all relevant certificates** with the application.
 - ➐ Educational/ Professional qualifications and experience, only as at the closing date of the applications, **will be considered**. Applications without attached copies of Educational/ Professional and Experience certificates will be rejected.
 - ➑ Applications received after the closing date / not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
 - ➒ Applicants in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Bodies should apply through their Heads of respective Institutions. Applications which are not forwarded through the respective Heads of Department will be rejected.
 - ➓ Advance copies of applications may be sent in the first instance. However, no such applicant will be considered for appointment if the application routed through the Head of Department.
 - ➔ Illegible, incomplete applications will be rejected without prior intimation. Only short-listed applicants will be called for the interview via email or registered post.
 - ➕ University of Jaffna reserves the right to shortlist the candidates

Download

- ➊ Application Form [Word Document]

APPLICATION FEE AND PAYMENT MODE

- ➊ The application fee for the application is **1,000.00**
- ➋ Payment Mode:
 - ➌ **Direct Bank Payment**
Deposit the Application Fee at any branch of the People's Bank in favor of **University of Jaffna. Reference Number 3267501300900381 (to be entered in the "Account Number" field in the deposit slip)**. The deposit slip must be attached with the application as the proof of the payment of Application Fee.
OR
 - ➍ **Online Bank Payment**
For Online payment, please note the following details:
 - ➎ Bank Name: People's Bank, Sri Lanka
 - ➏ Bank Account Name: University of Jaffna
 - ➐ Bank Account Number: 162100310000891
 - ➑ Reference Number: 3267501300900381

If you require any clarification regarding the application, please contact the **Deputy Registrar, Non-Academic Establishments, University of Jaffna**, within office hours. Contact number **021 222 8566**, email: jobs@univ.jfn.ac.lk.

Vice-Chancellor

University of Jaffna

09.10.2026.