

දුරකථන අංක  
தொலைபேசி இல  
Telephone Nos.

උප කුලපති  
உ.ப வேந்தர்  
Vice-Chancellor

2651259  
2339893  
2650301  
2650340  
2650441  
2650534  
2651671  
Fax No



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மொறட்டுவைப் பல்கலைக்கழகம், இலங்கை  
**UNIVERSITY OF MORATUWA, SRI LANKA**

මගේ අංකය  
எனது இல  
My No. } UM/AE1/AR/SAR(L&D)

ඔබේ අංකය  
உமது இல  
Your No. }

මොරටුව  
மொறட்டுவை  
Moratuwa

දිනය  
திகதி  
Date } 09.10.2023

- Secretary - University Grants Commission
- Registrar - University of Colombo  
University of Peradeniya  
University of Sri Jayewardenepura  
University of Kelaniya  
University of Moratuwa  
University of Jaffna  
The Open University of Sri Lanka  
University of Ruhuna  
Eastern University, Sri Lanka  
Sabaragamuwa University of Sri Lanka  
Rajarata University of Sri Lanka  
South Eastern University of Sri Lanka  
Wayamba University of Sri Lanka  
Uva Wellassa University of Sri Lanka  
University of the Visual and Performing Arts  
Gampaha Wickramarachchi University of Indigenous Medicine  
University of Vavuniya
- Rector - Sripalee Campus  
Trincomalee Campus
- Director - Postgraduate Institute of Agriculture  
Postgraduate Institute of Medicine  
Postgraduate Institute of Pali & Buddhist Studies  
Postgraduate Institute of Archaeology  
Postgraduate Institute of Management  
Postgraduate Institute of Science  
Postgraduate Institute of English  
Postgraduate Institute of Humanities and Social Sciences  
Postgraduate Institute of Medical Sciences  
Postgraduate Institute of Indigenous Medicine  
Institute of Human Resource Advancement  
Institute of Indigenous Medicine  
University of Colombo, School of Computing  
National Institute of Library & Information Science  
Institute of Technology University of Moratuwa  
Institute of Bio-Chemistry, Molecular Biology and Biotechnology  
The National Centre for Advanced Studies in Humanities and Social Sciences  
Swamy Vipulanandha Institute of Aesthetic Studies  
Institute of Agro-Technology and Rural Sciences

## VACANCIES

I enclose an advertisement calling applications for the post of Senior Assistant Registrar (Legal & Documentation) in the University of Moratuwa.

I shall be grateful if you could kindly bring this advertisement to the notice of the employees concerned attached to your Higher Educational Institution. Specimen application forms are also attached hereto.

Please make arrangements to forward all applications to the Senior Assistant Registrar/ Establishments, University of Moratuwa on or before the closing date.

DL Dishan Jayantha  
Registrar

**UNIVERSITY OF MORATUWA**  
**POST OF SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)**

The University of Moratuwa, Sri Lanka will entertain applications for the post of **Senior Assistant Registrar (Legal & Documentation)** of the University of Moratuwa from among staff of the University system who hold following qualifications.

Qualifications : **Senior Assistant Registrar (Legal & Documentation)**

(1) A holder of the post of Assistant Secretary/ Assistant Registrar (Legal & Documentation) of the Commission/Higher Educational Institution/Institute with a minimum of five (05) years of experience and confirmed in that post with a Bachelor's Degree in Law/Legal studies from a recognized University/HEI.

**OR**

(2) A holder of the post of Assistant Secretary/ Assistant Registrar (Legal & Documentation) of the Commission/Higher Educational Institution/Institute and confirmed in that post with a minimum of six (06) years of experience.

**SALARY SCALE**

Rs. 66180 – 8 x 1,335; 8 x 1,630 – 89,900 p.m. [U-EX 2 (II)]

# In addition to the above salary, cost of living allowance and other approved allowances will be paid to the selected candidate.

# Salary will be paid according to the University Grants Commission Circular No.17/2016 (v) dated 01.06.2018.

Further particulars and application forms could be obtained from the Office of the Senior Assistant Registrar, Establishments Division of this University **up to 20<sup>th</sup> October, 2023** by personally calling over or by post by sending a **self addressed stamped envelope 25.5 cm x 10 cm in size** to reach the Senior Assistant Registrar, Establishments of this University **or could be downloaded from the University web site – <https://uom.lk>**.

Applications should be addressed to the Senior Assistant Registrar/Establishments, University of Moratuwa, Moratuwa under confidential cover to reach, on or before **27<sup>th</sup> October, 2023**, The post applied should be indicated on top left hand corner of the envelope.

Applicants should channel their applications with the recommendation of the Heads of their respective Institutions. Applications submitted without the recommendation of the heads of their respective institutions will not be entertained.

Applications received after the closing date and incomplete applications will be rejected without intimation.

**CONDITIONS OF SERVICE:**

01. This Post is permanent. The appointment will be on probation for a period of one (01) year.
02. Selected candidates, will become contributors to the Universities provident Fund by means of monthly deductions from his/her salary an amount equal to ten (10%) percentum of his/her earnings. The University will, in addition out of its funds contribute at the same time a sum equal to seven (7%) percentum of his/her earnings to the Universities Provident Fund, eight (8%) percentum of his/her earnings to the Pension Fund and three (3%) percentum of his/her earnings to the Employees Trust Fund (ETF).
03. Appointees to the permanent posts will become members of the Universities Pension Scheme.
04. Other conditions of appointment will be in accordance with the provisions of the Universities Act No. 16 of 1978 and subsequent amendments and Ordinances, Regulations, Rules, etc., made thereunder.

Registrar  
University of Moratuwa  
Moratuwa  
09.10.2023