



## UNIVERSITY OF PERADENIYA

### VACANCY

#### POST OF ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

The University of Peradeniya will entertain applications from suitably qualified candidates for the Post of Assistant Registrar (Legal & Documentation).

#### **QUALIFICATIONS :**

1. An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualification.

#### **SALARY SCALE :**

U-EX 1(II) – Rs. 85,305-3X2,020-91,365(EB) 93,765;12X2,400-122,565/- p.m.  
(In addition, the Government approved allowances are payable)

#### **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.

#### **BENEFITS :**

- **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.*
- **Employees Trust Fund**  
3% of the salary will be credited by the employer.

- **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 Peradeniya. 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 Peradeniya.
- 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.

**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 <http://www.pdn.ac.lk/Vacancies/>.
- (ii) Duly completed applications must be forwarded under **registered cover, together with copies of all relevant certificates**, to reach the **Deputy Registrar/Non-Academic Establishments, University of Peradeniya by 15.06.2026. Only applications submitted in the specified form will be accepted.**
- (iii) 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.
- (iv) 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.
- (v) Applications received after the closing date/not in conformity with the above requirements/incomplete applications will be rejected without intimation.
- (vi) In addition, candidates must also furnish the Google Form accessible via the same link. <https://forms.gle/LUQB63kkWQmkU91X7>
- (vii) The University of Peradeniya reserves the right to shortlist the candidates.

**ACTING REGISTRAR**

University of Peradeniya

20.05.2026