

| Deputy Secretary/ Deputy Registrar | <u>Method of Recruitment</u> | <u>Qualifications</u> |
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| U-EX 2 (a) | <p>By promotion.</p> <p>By internal advertisement and Selection by a Structured Interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p> <p style="text-align: right;"><i>Department of Human Resources University Grants Commission No. 20, Ward Place, Colombo 7.</i></p> | <p>(a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Bachelor's Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management* from a recognized University/ HEI with not less than ten (10) years of administrative experience after obtaining the Bachelor's Degree.</p> <p style="text-align: center;">OR</p> <p>(b) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Degree at Master's level or higher in Administration or Management* from a recognized University/ HEI with not less than twelve (12) years of administrative experience after obtaining the Bachelor's Degree.</p> <p style="text-align: center;">OR</p> <p>(c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management*</p> |

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| | <p>Department of Human Resources University Grants Commission No. 20, World Place, Colombo 7.</p> | <p>from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience. Such candidate should also have completed at least five (05) years of administrative experience after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the UEX 2 (I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience.</p> <p>*</p> <ul style="list-style-type: none"> • <i>Public/ Business Administration</i> • <i>Management</i> • <i>Public policies</i> • <i>Human Resource Management</i> • <i>Economics</i> • <i>Law</i> |
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Annex V

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| | | <ul style="list-style-type: none">• Financial Management• Project Planning and Management• Information Technology or• Any other discipline with a significant component of Management/Administration <p><i>Note :</i> "Administrative Experience" means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State/Public Corporation or in a reputed Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the Bachelor's 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.</p> |
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