

# Vacancies

## Post of Assistant Registrar (Temporary Basis)

### Faculty of Medicine

The Uva Wellassa University invites applications from potential candidates for the post of Assistant Registrar (Temporary Basis) with the required qualifications.

#### Qualifications

(a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

OR

(b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management\*\* from a recognized University/ Higher Educational Institute.

Age: Should not be less than Twenty-two (22) years.

#### Method of Recruitment

Selection by a structured interview

#### Period of Contract

The post is temporary for a period of 06 months. (Possibility for renewal if necessary)

#### Salary

The salary for the post is Rs.96, 000.00 (all-inclusive fixed salary) per month

The duly completed application on prescribed forms together with the copies of relevant certificates and complete curriculum vitae should be sent under Registered cover to reach the Assistant Registrar, Human Resources Division, Uva Wellassa University, Passara Road, Badulla on or before 29.12.2023.

**Important: submitting your application via Google Form is compulsory, and the scanned copy of your application form should be uploaded to the Google Form on or before 29.12.2023**

1. Curriculum Vitae
2. National Identity Card
3. All relevant academic and experience Certificates

**Application forms, the link to the Google form, preferred qualifications, and other relevant details can be obtained by visiting the University Website <https://www.uwu.ac.lk/>**

Please ensure to complete the form accurately and within the specified deadline. Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without supporting documents, and applications received after the closing date will not be considered. The university reserves the right to shortlist the candidates and call only such candidates for an interview.

**All the shortlisted candidates are required to submit the originals of their certificates at the interview.**

*For more details :*

Assistant Registrar/Human Resources – 055-2226370

Email – [recruitment@uwu.ac.lk](mailto:recruitment@uwu.ac.lk)

Registrar  
Uva Wellassa University  
11.12.2023