



**DISTANCE AND CONTINUING EDUCATION UNIT
UNIVERSITY OF RUHUNA
VACANCIES**

MANAGEMENT ASSISTANT (ON CONTRACT BASIS)

QUALIFICATIONS:

- Should have passed the G.C.E. (O/L) Examination in six(06) subjects at one sitting with credit passes in:-
 - i. Sinhala Language
 - ii. English Language/English Literature
 - iii. Mathematics&
- Should have passed in all subjects at G.C.E.(A/L) Examination (except the Common General Paper) at one sitting.
- Preference will be given to those who possess the following;
 - (a) An acceptable qualification in computer applications of not less than six(06) months duration obtained from a recognized institute.&
 - (b) Two years of experience in the use of computer application packages.

Note: Applicants who possess a degree from a recognized University/Higher Education Institute will be considered as an added qualification

Time Duration

For 6 months, would be extended up to 02 years

Age Limit

Should not be less than twenty-two (22) years and not more than thirty (30) years.

Method of Recruitment

By a Structured Interview

Salary

Rs. 38,525.00 (Fixed salary) – (30,725.00 + 7,800 = 38,525.00)

Method of Applications and closing Date

Self-prepared application with relevant documents should be forwarded under registered cover indicating the post applied for on the top left-hand corner of the envelope to reach “Assistant Registrar, Distance and Continuing Education Unit, University of Ruhuna, Matara” or hand delivered to office of the Distance and Continuing Education Unit, University of Ruhuna on or before 13th January 2023.

The University reserves the right to shortlist the candidates. Applications which not fulfill the requirements and applications received after the closing date will be rejected without inform.

Director
DCEU
University of Ruhuna,
Wellamadama, Matara.
30/12/2022