



Distance and Continuing Education Unit University of Ruhuna

Telephone General 041 22 27001-4 Ext. 2155

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Vacancies

Post: Assistant Registrar (on Contract Basis)

Qualifications

- should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Education Institute.

OR

- Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration / Management** from a recognized University/ Higher Educational Institute

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- Public/ Business Management
- Public Policies
- Economics
- Financial Management
- Information Technology
- Any other discipline with a significant component of management/ Administration
- Management
- Human Resource Management
- Law
- Project Planning and Management

Note: Relevant Experience in Management/ Executive position Required
Ability of working in English preferred

Age Limit

Should not be less than twenty-two (22) years and not more than thirty-five (35) years.

Method of Recruitment

By a Structured Interview

Salary

Rs 60,000/= (Fix salary)

Benefits

Appointee will become contributor to the University Provident Fund contributing 10% of their earning and the University contributing an amount equivalent to 15% of their monthly earning. In addition, they will become contributors to the Employee Trust Fund which the university will contribute an amount equivalent to 3% of the monthly earning of the employee.

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 "Director, 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 **15th December 2020**.

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,
Distance and Continuing Education Unit,
University of Ruhuna.
2020.11.30