



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

**MANAGEMENT ASSISTANT (ON ASSIGNMENT BASIS)**

**Applications are invited from qualified candidates for the post of Management Assistant on assignment basis up to the 30.06.2026.**

**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
  - iii. Mathematics&
- Should have passed all subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.
- Preference will be given to those who possess the following:
  - a) An acceptable qualification in computer applications for 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:* A degree from a recognized University/Higher Education Institute will be considered as an added qualification.

**Time Duration:**

For 3 months.

**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. 48,525.00 (Fixed Salary)

**Method of Application 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 the office of the Distance and Continuing Education Unit, University of Ruhuna on or before **30<sup>th</sup> June 2026**.

The university has the right to shortlist candidates. Applications that do not meet the requirements and those received after the closing date will be rejected without notice.

Director/ DCEU

University of Ruhuna

Wellamadama, Matara

08.06.2026