

# MANAGEMENT ASSISTANT (ON CONTRACT BASIS)-DISTANCE AND CONTINUING EDUCATION UNIT

## **DISTANCE AND CONTINUING EDUCATION UNIT UNIVERSITY OF RUHUNA VACANCIES MANAGEMENT ASSISTANT (ON CONTRACT BASIS)**

Applications are invited from qualified candidates for the post of Management Assistant on a contract basis up to 31.12.2024.

### **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

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- 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 for not less than six (06) months duration obtained from a recognized institute.

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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 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 (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 “**Deputy 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 **31<sup>st</sup> December 2024**.

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

12.11..2024