



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

**MANAGEMENT ASSISTANT (ON CONTRACT BASIS)**

**Applications are invited from qualified candidates for the for the post of Management Assistant on contract basis up to 11.03.2024.**

**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&
- 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.&
  - 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 (30) years.

**Method of Recruitment**

By a Structured Interview

**Salary**

Rs. 38,525.00 (Fixed Salary) – (30,725.00 +7,800.00 = 38,525.00)

**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 office of the Distance and Continuing Education Unit, University of Ruhuna on or before **11<sup>th</sup> March 2024**.

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

01.03.2024