



**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 contract basis up to 25.07.2025.

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 6 months, extendable up to 2 years.

Age Limit:

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

Method of Recruitment:

By a Computer-aided Test and/or 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 **25th July 2025**.

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

14.07.2025