



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

COORDINATOR FOR EXAMINATION AND REGISTRATION/ DCEU

Applications are invited from suitably qualified candidates for the post of Coordinator for Registration and Examinations at the Distance and Continuing Education Unit (DCEU), University of Ruhuna, up to 28.07.2025.

The post of Coordinator for Registration and Examinations is on a part-time basis and valid for a period of three (03) years.

The appointment of the Coordinators of the Unit is to be made in conformity with the reforms introduced by the UGC as detailed in its Circular No. 932 on External Degrees and Extension Courses.

1. Eligibility

Persons holding the Senior Lecturer Gr. II and above are eligible to apply.

2. Job Description

She/ He shall work under the direction and guidance of the Director/ DCEU. The specific duties of the Coordinator are:

She/ He has to bear the responsibilities of examination activities of the Degree, Diploma, Certificate level courses conducted under DCEU and student registration of new programs as well as ongoing programs.

3. Period of Employment

Part-time assignment and is valid for a period of three years

4. Remuneration

15% of the basic salary of her/ his substantive post will be paid as an allowance according to the UGC Commission Circular No. 01/2016 dated 01.01.2016.

5. Closing Date

28th July 2025

Interested senior academic staff members are kindly requested to send the self-prepared application with the Curriculum Vitae along with other supportive documents to the Assistant Registrar/ DCEU through proper channel of communication (email: ardceu@dceu.ruh.ac.lk or Registered Post to “Assistant Registrar, Distance and Continuing Education Unit, University of Ruhuna, Wellamadama, Matara”) before the closing of applications.

Director/ DCEU

University of Ruhuna

Wellamadama, Matara

17.06.2025