



**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 07.07.2025.

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**

07<sup>th</sup> 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 before the closing of applications.

Director/ DCEU  
University of Ruhuna  
Wellamadama, Matara  
24.06.2025