



# UNIVERSITY OF RUHUNA

## Calling for applications to fill non-academic staff vacancies

### **(Internal applicants only)**

Applications are invited from suitably qualified, confirmed permanent employees of the University Grants Commission or a university or an affiliated higher education institution and who have fulfilled the necessary qualifications for the following vacant posts at the University of Ruhuna.

## **1. Technical Officer Grade II Segment “B”**

## **Qualifications:**

I. Passed in 6 Subjects at the G.C.E. Ordinary Level Examination including five (05) credits obtain in not more than two sitting. The credit passes should include Science and Mathematics

OR

II. Pass in 6 subjects at the G.C.E. Ordinary Level examination obtain in not more than three sitting and 8 years satisfactory permanent service in UGC or a Higher Education/ Institute. The subject pass should include Science and Mathematics.

OR

III. Fifteen years (15 ) satisfactory permeant service as a Laboratory Attendant in a Higher Educational Institution/ Institute.

**Note:-** Appointment under “Segment B” of the technical Officer’s service will be made as “Trainee Technical Officer” for a period of 03 years on a fixed salary of Rs. 51,095 + (other allowances) . At the conclusion of training those who have gained competence in Laboratory techniques, including maintenance of inventories and ability to type in English will be confirmed and appointment made to permanent post of Technical Officer Grade II – Segment “B”.

**Salary Method :** U-MT 1 (III) Rs. 51,095 – 7 x 540; 10 x 640 – 60,575 p.m. (From 01.01.2027)

**Method of Recruitment :** By Practical test and Structured Interview.

## **2. Draughtsman (Lower Grade) (Number of Vacancies – 01)**

### **Qualifications**

A qualification in Draughtsmanship obtained through a Draughtsman Examination conducted by a Government Department or awarded by a recognized institution.

**Salary Method :** U-MT 1 (III) Rs. 51,095 – 7 x 540; 10 x 640 – 60,575 p.m. (From 01.01.2027)

**Method of Recruitment :** By Structured Interview.

## **3. Management Assistant (Shroff) (Grade III) (Number of Vacancies – 01)**

### **Qualifications:**

I. Should have passed the G.C.E.(O/L) Examination in six (06) subjects at one sitting with credit passes in: -

- i. Sinhala Language/ Tamil Language
- ii. English Language/ English Literature
- iii. Mathematics

AND

II. 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 of not less than six (06) months duration obtained from a recognized institute.

AND

(b) Two years of experience in the use of computer application packages

### **Post Specific Qualifications**

Out of three passes expected at the G.C.E. (Advance Level) examination under the general educational qualifications mention in the Scheme of recruitment, one shall be for accountancy.

**Note:** A Security Deposit to be furnished as determined by the University.

**Salary Scale:** U-MN 1 (III) Rs 49,475-17×540 – 58,655 p.m. (From 01.01.2027)

**Method of Recruitment:** Selection by written Examination and an Structured Interview.

**Recruitment:** Written test (75% marks) and Structured Interview (25% marks).

**The written test examination consists of the following subjects.**

- Knowledge in Sinhala/ Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy
- Relevant Subject area

#### **4. Mechanic (Grade III) (Number of Vacancies – 02)**

**Qualifications:**

I. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-Skilled (U-PL 1) who have been confirmed in the present post and having obtained a Proficiency Certificate not below than the National Vocational Qualification (NVQ) Level 4 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of above post.

OR

II. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-Skilled (U-PL 1) who have been confirmed in the present post and completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification (NVQ) Level 2, proven at a trade test.

**Salary Scale:** UPL 3 (III) –Rs 48,005 – 16 X 490; 55,845 p.m. (From 01.01.2027)

**Recruitment:** By Practical Test and an Structured Interview

#### **5. Nurseryman (Grade III) (Number of Vacancies – 01)**

**Qualifications**

I. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and Should have passed the G.C.E. (O/L) Examination in six (06)subjects with at least two (02) credit passes in not more than two sittings and having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3, issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of above post.

OR

II. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and should have passed the G.C.E. (O/L) Examination in six (06) subjects. with at least two (02) credit passes in not more than two sittings and one (01) year working experience in a relevant field with industrial skills.

OR

III. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and completed a minimum of five (05) years' working experience in the relevant field with industrial skills.

**Salary Scale:** UPL 2 (III) –Rs 44,575 – 16 X 490;52,415 p.m. (From 01.01.2027)

**Recruitment:** By Practical Test and an Structured Interview

## **6. Tractor Operator (Grade III) (Number of Vacancies – 01)**

### **Qualifications**

- I. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and Should have passed the G.C.E. (O/L) Examination in six (06)subjects with at least two (02) credit passes in not more than two sittings and having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3, issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of above post.

OR

- II. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and should have passed the G.C.E. (O/L) Examination in six (06) subjects. with at least two (02) credit passes in not more than two sittings and one (01) year working experience in a relevant field with industrial skills.

OR

- III. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and completed a minimum of five (05) years' working experience in the relevant field with industrial skills.

AND

- IV. Minimum Hight 5 feet 2  $\frac{1}{2}$  inches.

AND

- V. Should possess a good knowledge of Highway Codes and must be physically fit for duty during the day and night and must have a good eye sight.

**Salary Scale:** UPL 2 (III) –Rs 44,575 – 16 X 490;52,415 p.m. (From 01.01.2027)

**Recruitment:** By Practical Test and an Structured Interview

### **Other Information**

- In addition, other allowances approved by the government will be paid, and the salary will be paid in accordance with the guidelines stipulated in Management Services Circular No. 6/2025 and University Grants Commission Circular No. 2/2025(i).

## **APPLICATIONS & PARTICULARS**

01. All applicants should first submit their applications through the online system only on or before **30.01.2026**. To submit applications through the online system, applicants should visit the web link [\*\*https://internalapplication.ruh.ac.lk/\*\*](https://internalapplication.ruh.ac.lk/) Then, they should carefully read the instructions mentioned on the web page that opens and submit their applications by following them. The online application process will be open on **13.01.2026** and will end on **30.01.2026**.
02. All applicants are hereby directed to download the application form (bearing the reference number) submitted online and to forward the duly completed hard copy to the Deputy Registrar, Non-Academic Establishment Division, University of Ruhuna, Wellamadama, Matara, on or before **30.01.2026**, through the Secretary, Registrar, Director, or Head of the institution.
03. The University of Ruhuna reserves the right to shortlist candidates. Applications that do not meet the required qualifications, are incomplete, unclear or are received after the due date will be rejected. Applications that are not forwarded by the head of the institution where they work will also be rejected. The University of Ruhuna informs all internal applicants that those encountering technical difficulties while submitting their applications online may contact the University hotline 041-2227001 for immediate assistance

**Acting Registrar  
University of Ruhuna,  
13.01.2026**