



UNIVERSITY OF RUHUNA VACANCIES – ASSISTANT REGISTRAR / ASSISTANT BURSAR / ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION) - (ON CONTRACT)



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UNIVERSITY OF RUHUNA VACANCIES

Applications are invited from suitably qualified Sri Lankan citizens for the following posts on a **Contract Basis** of the University of Ruhuna up to 06.03.2026.

1. ASSISTANT REGISTRAR (ON CONTRACT)

QUALIFICATIONS

1. Should possess a Bachelor's Degree with First or Second Class from a recognized University/Higher Educational Institute.

OR

2. Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management** from a recognized University/ Higher Educational Institute

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- Public/ Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology or
- Any other discipline with a significant component of Management/ Administration

METHOD OF RECRUITMENT

Selection by Structured Interview

MONTHLY SALARY

Rs. 125,731.00 (Fixed Salary)

2. ASSISTANT BURSAR (ON CONTRACT)

QUALIFICATIONS

1. Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

OR

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/Higher Educational Institution;

OR

(ii) Should possess a Bachelor's Degree from a recognized University/Higher Educational Institution with a pass in the Intermediate Level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

OR

(iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;

AND

- Two (02) years of experience in Accounting/ Auditing in a Government/ State Corporation or reputed Private Sector organization.

METHOD OF RECRUITMENT

Selection by Structured Interview

MONTHLY SALARY

Rs. 125,731.00 (Fixed Salary)

3. ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION) (ON CONTRACT)

QUALIFICATIONS

1. An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualification.

METHOD OF RECRUITMENT

Selection by Structured Interview

MONTHLY SALARY

Rs. 125,731.00 (Fixed Salary)

Benefits:

The appointee will become a contributor to the University Provident Fund contributing 10% of their earnings and the University contributes an amount equivalent to 15% of their monthly earnings. In addition, they will become contributors to the Employee Trust Fund which the University will contribute an amount equivalent to 3% of the monthly earnings of the employee.

APPLICATIONS & PARTICULARS

- Applications will be accepted exclusively through the online submission portal at application.ruh.ac.lk (All information pertaining to the submission of applications is available on the application portal.)
- Please use reference number when you need clarify any information regarding your submitted application.
- Each applicant shall pay a non-refundable application fee of Rs. 1,000 for each submission, quoting the relevant application reference number. It is hereby notified that payments made to any account number other than the one specified under the relevant reference number will not be accepted or considered.
- Applicants are requested to submit their applications, along with certified copies of all relevant certificates, should be submitted through the web portal on or before 06.03.2026.
- The above-mentioned appointment is made on a contractual basis for a period of three (03) months.
- The University reserves the right to shortlist candidates. Only shortlisted candidates will be called for interview.
- Application received after the closing date, incomplete application and applications not submit in the prescribed format of the University of the Ruhuna rejected without prior notice.

Acting Registrar

University of Ruhuna,

Wellamadama,

Matara.

23.02.2026

