



SOUTH EASTERN UNIVERSITY OF SRI LANKA

NON ACADEMIC STAFF VACANCIES

The South Eastern University of Sri Lanka will entertain applications from the suitably qualified Sri Lankan Citizens for the following posts up to 05.06.2026.

- Post of Chief Marshal
- Post of Sub - Warden(Full-Time) Grade II
- Post of Pharmacist (Lower Grade)
- Post of Management Assistant - Grade – III (Book Keeping)

APPLICATIONS AND PARTICULARS

1. The Application Form, required qualifications, and other relevant instructions can be accessed by visiting the University website at <https://www.seu.ac.lk/vacancy/>.
2. Duly completed Application Forms, together with certified copies of relevant educational certificates, professional, extra-curricular, and service certificates, should be sent under registered cover to reach the **Deputy Registrar, Non Academic Establishments Division, South Eastern University of Sri Lanka, University Park, Oluvil #32360**, on or before **05.06.2026**. The title of the post applied for should be clearly indicated on the top left-hand corner of the envelope.
3. Applicants who wish to apply for **more than one post** must submit a separate application for each. A non-refundable fee of Rs. 200/- should be paid to the **South Eastern University of Sri Lanka, A/C No. 228-1001-9000-1704, People's Bank, Addalaichenai**, in respect of each application, and the evidence for the payment should be attached to each application.
4. Applicants who are employees of Government Departments, State Corporations and Statutory Bodies should forward their applications through the Head of their respective institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for interview, if the application has not been forwarded through the respective Head of the State Institution.
5. Age limit will be considered as per the relevant provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutions/ Institutes.
6. Applications that are not submitted in the prescribed form, incomplete or illegible applications, those not accompanied by the required supporting documents and proof of payment of Rs. 200/-, and applications not forwarded through the proper channel (in the case of employees of Government Departments, State Corporations, and Statutory Bodies), as well as applications received after the closing date and time, will be rejected without intimation. The South Eastern University of Sri Lanka reserves the right to shortlist the applicants, and only shortlisted candidates will be called for examination /interview.

Registrar
South Eastern University of Sri Lanka
University Park, Oluvil # 32360
06.05.2026



**POST OF CHIEF MARSHAL / SUB-WARDEN (FULL-TIME) GRADE II
/ PHARMACIST (LOWER GRADE) / MANAGEMENT ASSISTANT -
GRADE – III (BOOK KEEPING)**

**SCHEME OF RECRUITMENT, REMUNERATION, AND CONDITIONS
OF APPLICATION**

01. QUALIFICATIONS

➤ **CHIEF MARSHAL (01 Vacancy)**

A holder of the Post of Deputy Chief Marshal in the Marshal service in the university system and confirmed in that post with not less than five (05) years of satisfactory service in that grade.

Physique: Height - 5'.5"

 Chest - 32" deflated

Note: preference will be given to those who have actively participated in sports activities, social welfare activities and recreation programmes within the university and at national level

OR

An Officer not below the rank of Lieutenant Colonel in Sri Lanka Armed Forces/equivalent rank in Sri Lanka Police with active participation in sports activities.

Note : The selection will be made by structured interview

➤ **SUB-WARDEN (FULL-TIME) GRADE II (03 Vacancies)**

A graduate of a recognized University. Preference will be given to those with experience in administration and management of Hostels.

Note : The selection will be made by interview

➤ **PHARMACIST (LOWER GRADE) (01 Vacancy)**

Certificate of competence as a qualified Pharmacist recognized by the Sri Lanka Medical Council.

Note : The applicant should be not more than 40 years of age on the closing date of applications.
The selection will be made by interview

➤ **MANAGEMENT ASSISTANT - GRADE – III (BOOK - KEEPING)**
(01 Vacancy)

1. 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

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2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Papers) 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.

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

Post specific Qualifications

In addition to the qualifications mentioned above, the candidates should have possessed post specific qualifications mentioned below.

a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

OR

b) G.C.E. (A/L) qualification should be in the Commerce Stream.

Method of Recruitment: By written examination (75% marks) of following subjects

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

and

- Interview (25% marks)

Note : The applicant should be not less than 18 years and not more than 30 years of age on the closing date of applications.

02. REMUNERATION AND OTHER BENEFITS

REMUNERATION

Post	Salary Code	Salary Scale
Post of Chief Marshal	U-EX 2(II)	Rs. 113,690- 8 x 2400: 8 x 2,940 – 156,410 p.m
Post of Sub-Warden (Full -time) Grade-II	U-MN 3 (II)	Rs. 71,365–18x1,190 – 92,785 p.m.
Post of Pharmacist (Lower Grade)	U-MT 1 (III)	Rs. 51,095–7x540; 10x640 – 60,575 p.m
Post of Management Assistant - Grade III (Book Keeping)	U-MN 1(III)	Rs. 49,475- 17x540- 58,655 p.m

(The other allowances determined by the University Grants Commission will be paid in addition to the above salary)

BENEFITS

Selected candidates will contribute 10% of their monthly salary to the Universities' Provident Fund, while the employer will make a contribution of 15% of their salary of which 8% will be credited to the Universities' Pension Fund and 7% to the Universities' Provident Fund. In addition, they will become contributors to the Employees Trust Fund under which the University will contribute an amount equivalent to 3% of the salary.

03. APPLICATIONS AND PARTICULARS

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