



NOTICE

Centre for Distance and Continuing Education (CDCE)
Rajarata University of Sri Lanka

POST OF COORDINATOR/EXAMINATION (Part-time Position)

As per the provisions available in the University Grants Commission (UGC) Circular No. 932 dated 15.10.2010, the Centre for Distance and Continuing Education (CDCE) invites applications from **Senior Academic Staff Members (Senior Lecturer Gr. II and above)** who have experience in examinations and academic administration for the above post. The Coordinator/Examination will play a key role in planning, organizing, and overseeing examinations for Degree, Diploma, and Certificate programs conducted through the CDCE.

Position Terms:

- The Coordinator/Examination should serve the CDCE for a minimum period of **15 hours per week**.
- This position carries an **allowance of Rs. 20%** of the individual's basic salary.
- The appointment is for a period of **three (03) years**.
- The duties and responsibilities of the Coordinator/Examination are detailed in **Annex I**

Application Submission:

Interested candidates for the above position should submit the following documents to the **Vice-Chancellor**:

- A **self-made application** addressing the relevant position.
- An **updated CV** that includes academic and professional qualifications as well as relevant experience.
- A **one-page statement** outlining how you would contribute to the success and development of the CDCE.

Applications should be submitted on or before **16.11.2026**


Prof. P.M.B. Jayathilake
Vice Chancellor
26.10.2026

Prof. P.M.B. Jayathilake
Vice-Chancellor
Rajarata University of Sri Lanka
Mihintale

Duties, Functions and Responsibilities of Coordinator/ Examination
Centre for Distance and Continuing Education (CDCE)

Title of the Post	:	Coordinator/Examination
Division	:	Examination/ CDCE
Job Summary	:	All examination work relating to the Centre for Distance and Continuing Education (CDCE)
Responsible to	:	Director/ CDCE

Duties, Functions and Responsibilities

: The Division of Examination is responsible for conducting examinations for Certificate, Diploma and Degree level courses. The responsibilities of the examination division include;

- Announcing examinations
- Setting examination timetables in collaboration with course Coordinator/ Faculties
- Issuing and receiving of examination applications
- Processing and issuing of admissions
- Appointing of examiners in consultation/ recommendation of the Coordinators/ Board of studies/ Faculty Boards
- Coordination of setting and Scrutinizing of examination papers
- Conducting Examinations
- Provision of examination material/stationery
- Coordination of making answer scripts
- Arranging Results Boards in consultation with the Board of Studies/ Faculty Boards
- Verification of examination results
- Releasing results and maintaining all documents related to exam