DISTANCE AND CONTINUING EDUCATION UNIT
UNIVERSITY OF RUHUNA
VACANCIES

PROGRAM ASSISTANT (ON CONTRACT BASIS)

Applications are invited from qualified candidates for the post of Program Assistant on contract and the deadline is 17th November 2026.

QUALIFICATIONS:

- Should have passed the G.C.E. (O/L) examination in six (06) subjects at one sitting with credit passes in:
  i. Sinhala Language
  ii. English Language
  iii. Mathematics &
- Should have passed all subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.
- Preference will be given to those who possess the following:
  a) An acceptable qualification in computer applications for not less than six (06) months duration obtained from a recognized institute &
  b) Two years of experience in the use of computer application packages.

Note: A degree obtained from a recognized University/Higher Education Institute will be considered as an added qualification.

Age Limit:

Shall not be less than twenty-two (22) years and not more than thirty-five (35) years.

Time Duration:

This appointment is made with regard to a specific program conducted by the Distance and Continuing Education Unit (DCEU). The appointment will be on contract basis for a period of **six (06) or twelve (12) months** , depending on the requirements and duration of the respective programme.The employment contract will automatically conclude upon completion of the relevant programme.

Method of Recruitment:

By a Computer-aided Test and/or a Structured Interview.

Salary:

All inclusive fixed monthly salary of Rs. 53,200.00. (Basic: Rs. 30,000.00 + Cost of living: Rs. 17,800.00; allowance equivalent to EPF and ETF)

Method of Application and Closing Date:

Self-prepared application with relevant certified documents should be forwarded under registered cover indicating the post applied for on the top left-hand corner of the envelope to reach **"Assistant Registrar, Distance and Continuing Education Unit, University of Ruhuna, Matara"** or hand-delivered to the office of the Distance and Continuing Education Unit, University of Ruhuna on or before the '17.11.2026'

The university has the right to shortlist candidates. Applications that do not meet the requirements and those received after the closing date will be rejected without notice.

03/11/2026

Director/ DCEU
University of Ruhuna
Wellamadama, Matara