



WALK - IN - INTERVIEW FOR THE POST OF COURSE ASSISTANT

(On Contract Basis)

Suitable candidates are invited for a walk-in interview for the post of **Course Assistant** at Centre for External Degrees and Professional Learning of the South Eastern University of Sri Lanka.

QUALIFICATIONS

- Should be a graduate from a recognized State University in Sri Lanka with first or second class (Honours) in any stream.

Appointment will be given based on the academic qualifications, skills, experience and attitude of the candidate.

GENERAL CONDITIONS

1. Should be a Citizen of Sri Lanka
2. Age should be below 35 years on the date of walk in Interview
3. This is purely a Contract Appointment and shall be for a period of 12 months
4. Successful candidate should be able to start work immediately.
5. Should have working knowledge in English and Information Technology

TASKS OF COURSE ASSISTANTS

1. Assisting the Director/CEDPL, Deputy Registrar/ CEDPL, and Coordinators in overall implementation of the CEDPL programmes.
2. Assisting CEDPL in calling and scheduling new applications for external degree programmes, registration and re-registration of students.
3. Assisting the Management Assistant related to works of BA/BBA/BCOM programmes.
4. Handling preliminary arrangements and documentary works for conducting seminars and assignments.
5. Maintaining official filing system for assigned subject area.
6. Any other duties assigned by the Director/CEDPL, Deputy Registrar and Coordinators/ CEDPL.

SALARY

Rs. 40,000.00 (all inclusive) will be paid and eligible for EPF and ETF contributions.

Those interested are requested to attend for a walk in interview on **09.01.2024 (Tuesday) from 09.30 a.m.** at the Board Room, Administrative Secretariat, South Eastern University of Sri Lanka, University Park, Oluvil with a **self prepared application (using the format given herewith) along with Curriculum Vitae, Original and Copies of Educational Certificates, Birth Certificate, National Identity Card and other relevant certificates.** (*Application together with copies of certificates should be submitted at the interview*)

Registrar
South Eastern University of Sri Lanka
18.12.2023