



## Sabaragamuwa University of Sri Lanka

Applications are being called for the recruitment of Management Assistants (Contract basis), Technical Officer (Information and Communication Technology on contract basis) and works aide (Contract basis) for the Centre for Open and Distance Learning from the eligible applicants.

### Management Assistants (on contract basis) -two posts

#### Qualifications

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

AND

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

(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)

3. 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.

AND

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

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character

**Remuneration-** A monthly basic allowance of Rs 30,725/= and other government approved allowances

**Contract period-** Six months from the date of appointment

**Method of selection-** written test and/ or interview

**Technical Officer (Information and Communication Technology) (on contract basis) - one post**

**Qualifications**

1. Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in any Stream;

**AND**

2. Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology /Information and Communication Technology / Information Technology or Equivalent
3. Preference will be given to those who have work experience in ICT.

**Remuneration** A monthly basic allowance of Rs 31,625/= and other government approved allowances

**Contract period-** Six months from the date of appointment

**Method of selection** - written and/or practical test and an interview.

Age should be not less than 18 years and not more than 45 years

**Works Aide (on Contract basis) - one post**

**Qualifications**

1. Should have passed the G.C.E.O/L examination in six (06) subjects with at least two credit passes in not more than two sittings.  
Further the applicant:

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 45 years of age on the closing date of applications.
- (c) Should be of good character and sound physical health.

**Remuneration** A monthly basic allowance of Rs 27,025 /= and other government approved allowances

**Contract period-** Six months from the date of appointment

**Method of selection** – Competitive examination and/or structured interview

**General note**

The selected candidates will contribute 8% of their eligible earnings to the Employees Provident Fund (EPF). In addition, the University will contribute 12% to the EPF and 3% to the Employees Trust Fund (ETF), based on the same earnings.

Interested applicants are required to submit their applications, prepared in accordance with the attached format, along with certified copies of relevant certificates. Applications should be addressed to:

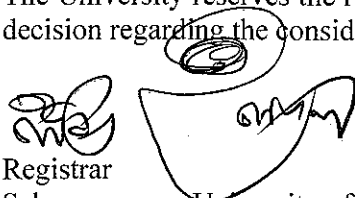
**Director, Centre for Open and Distance Learning**

P.O. Box 02,  
Sabaragamuwa University of Sri Lanka,  
Belihuloya.

Applications must be sent via **registered post** to ensure they are received **on or before 17/12/2024**. The position applied for must be clearly indicated on the top left-hand corner of the envelope.

Please note that late or incomplete applications will be rejected, and any form of canvassing will result in disqualification.

The University reserves the right to shortlist candidates, select or reject applications, or make any decision regarding the consideration of applications without prior notice.



Registrar  
Sabaragamuwa University of Sri Lanka  
03/12/2024