



NOTICE

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

01. DIRECTOR

(Part time Position)

02. DEPUTY DIRECTOR – EXAMINATIONS

(Part time Position)

Applications are invited from Senior Academic Staff Members (Senior Lecturer, Gr. II and above) of this university for the above posts.

➤ Director (Part time Position)

The Director of the Centre for Distance and Continuing Education (CDCE) shall be appointed by the Council and will be an invited member of the Senate.

Position Terms:

- The Director is expected to commit a minimum of **25 hours per week**.
- This appointment is for a period of **three (03) years**.
- The Director will receive a **monthly honorarium** equivalent to **25%** of his basic salary.
- Applications must be submitted with a **self-made application, updated CV**, and supporting documents to the **Vice-Chancellor** on or before **09.05.2025**.
- The duties and responsibilities of the Director/CDCE, are further outlined in **Annex I**.

➤ **Deputy Director – Examinations (Part time)**

The Centre for Distance and Continuing Education (CDCE) invites applications from **Senior Academic Staff Members (Senior Lecturer Gr. II and above)** with experience in examination and academic administration. The Deputy Director will play a key role in planning, organizing, and overseeing examinations for Degree, Diploma, and Certificate programs offered by the CDCE.

Position Terms:

- The Deputy Director/ Examinations should serve the CDCE for a minimum of **15 hours per week**.
- This position carries an **allowance** of **20%** of the individual's basic salary.
- The appointment is for a period of **three (03) years**.
- Applications should include a **self-made application, updated CV**, and a **one-page statement** explaining how the candidate would contribute to the advancement of the CDCE.
- Submissions should be made to the **Vice-Chancellor** by **09.05.2025**.
- The duties and responsibilities of the Deputy Director/Examinations are detailed in **Annex II**.

Applications Submission:

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

1. A **self-made application** addressing the relevant position.
2. An **updated CV** that includes academic and professional qualifications, as well as relevant experience.
3. A **one-page statement** (Only for Deputy Director Applicants) outlining how you would contribute to the success and development of the CDCE.

Applications should be submitted on or before **09.05.2025**.



Dr. P. H. G. J. Pushpakumara
Acting Vice Chancellor
10.04.2025

Actg. Vice Chancellor
Rajarata University of Sri Lanka
Mihintale.

Duties, Functions and Responsibilities of Director
Centre for Distance and Continuing Education (CDCE)

Title of the Post : Director/CDCE

Responsible to : Vice-Chancellor and Management Committee

Duties, Functions and Responsibilities

- : Primary duty of the Director of CDCE is to manage the centre under the direction and guidance given by the Management Committee (MC).**
- : To function as the Secretary to the MC and to the Boards of Study.**
- : To manage the CDCE along with 03 Deputy Directors (Deputy Director/Examinations, Deputy Director/Learning Resources and Deputy Director/Training) according to the guidelines, norms and procedures prescribed by the UGC and adopted by the University and MC.**
- : To function as the administrative and accounting officer responsible for the Vice-Chancellor and MC. He/She should instruct and advice the SAR/CDCE and SAB/CDCE and the subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the centre in such from and manner as may be prescribed by the university.**
- : He/She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and Governing Council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and Governing Council of the University for approval.**

Duties, Functions and Responsibilities of Deputy Director/ Examinations

Centre for Distance and Continuing Education (CDCE)

Title of the Post	:	Deputy Director/Examinations
Division	:	Examination/ CDCE
Job Summary	:	All examinations works 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/ stationary
- Coordination of making answer scripts
- Arranging Results Boards in consultation with Board of Studies/ Faculty Boards
- Verification of examination results
- Releasing results and maintaining all documents related to exam