

Vacancy on Assignment Basis Faculty of Graduate Studies, University of Ruhuna

Applications are invited from suitably qualified individuals for the post of **Management Assistant** at the Faculty of Graduate Studies, University of Ruhuna.

Qualifications:

Applicants must meet **all** of the following requirements:

1. Passed all three subjects in a single sitting at the G.C.E. (A/L) examination.
2. Obtained Credit passes in **Mathematics** and **English Language/English Literature** at the G.C.E. (O/L) examination.
3. Successfully completed a course in computer application packages, with a minimum duration of **three months**.
4. Possess at least **one year of work experience** within the government university system in Sri Lanka.
5. Be **30 years of age or below** at the time of application.

Salary:

A fixed monthly salary of **Rs. 50,000.00** will be offered.

Application Procedure:

Applicants must submit the **duly completed specimen application form** and updated Curriculum Vitae (CV) along with certified copies of the following documents:

- Educational certificates
- Birth certificate
- National Identity Card

The envelope should clearly indicate the post applied for on the **top left-hand corner** and must be addressed to:

Deputy Registrar

Faculty of Graduate Studies
University of Ruhuna
No. 115, Sri Dharmarama Mawatha
Fort, Matara

Applications must reach the above address **on or before 30.05.2025**

The specimen application form can be downloaded from:

https://fgs.ruh.ac.lk/assests/common_apps/app.docx

Incomplete applications, those **received after the closing date**, or **not submitted using the prescribed application form** will be rejected.

Deputy Registrar
Faculty of Graduate Studies
University of Ruhuna
19.05.2025