

# Calling application for the post of Management Assistant on Assignment Basis

## Faculty of Graduate Studies, University of Ruhuna

Applications are invited from suitably qualified individuals for the post of **Management Assistant** on assignment basis 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 **six months of work experience** in any institution.
5. Be **30 years of age or below** at the time of application.

A fixed monthly salary of Rs. 50,000.00 will be offered. Contributions to the Employees' Provident Fund (EPF) at 8% and the Employees' Trust Fund (ETF) at 3% will also be made in accordance with statutory requirements.

### Application Procedure:

Applicants are required to submit their Curriculum Vitae (CV) along with copies of educational certificates, Birth Certificate, and National Identity Card by uploading them through the online application system. The online application form can be accessed via the following link:

<https://fgs.ruh.ac.lk/vacancies/>

The closing date for submission of online applications is 27.02.2026.

Deputy Registrar  
Faculty of Graduate Studies  
University of Ruhuna

13.02.2026