UNIVERSITY OF RUHUNA -FACULTY OF GRADUATE STUDIES
VACANCIES MANAGEMENT ASSISTANT on contract basis

Applications are invited from suitably qualified candidates for the above position on a contract basis at the Faculty of Graduate Studies, University of Ruhuna.

Required Qualifications and Experience

Applicants must satisfy all of the following requirements:

1. Passed all three subjects in a single sitting at the G.C.E. (Advanced Level) Examination;
2. Obtained Credit passes in Mathematics and English Language/English Literature at the G.C.E. (Ordinary Level) Examination;
3. Successfully completed a course in computer application packages with a minimum duration of three (03) months;
4. Be 30 years of age or below at the time of application.
5. Possess at least six (06) months of work experience in any institution is added qualification.

Salary
A fixed monthly salary of **Rs. 50,000.00** will be offered. In addition, statutory contributions will be made to the **Employees' Provident Fund (EPF)** and **Employees' Trust Fund (ETF)** in accordance with government regulations. Initial appointment for six months' contract period and can be extended on need of the faculty.

Application Procedure

Applicants are required to submit their Curriculum Vitae (CV) together with scanned copies of the following documents through the online application system:

- Educational Certificates
- Birth Certificate
- National Identity Card

The online application form can be accessed via:

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

Closing Date

The closing date for the submission of online applications is **31.10. 2026**.

Deputy Registrar
Faculty of Graduate Studies
University of Ruhuna
22.10.2026