



# Distance and Continuing Education Unit University of Ruhuna

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## Vacancies - Post of Coordinator for Registration and Examinations/DCEU

Applications are called from the staff of the University of Ruhuna for the post of Coordinator for Registration and Examinations/Distance and Continuing Education Unit. The appointment of the Coordinators of the Centre is to be made in conformity with the reforms introduced by the UGC as detailed in its Circular No. 932 on External Degrees and Extension Courses.

1. Eligibility:

Persons holding the post of Senior Lecturer Gr. II and above are eligible to apply.

2. Job Descriptions

He/She shall work under the directions and guidance of the Director/DCEU. The specific duties of the Coordinator are;

He/She is responsible for examinations activities of degree, diploma, certificate level courses conducted under DCEU and student registration of new programmes as well as ongoing programmes.

3. Period of employment

Part-time assignment and is valid for a period of three years.

4. Remuneration

15% of the basic salary of his/her substantive post will be paid as an allowance according to the UGC Commission Circular No. 01/2016 dated 01.01.2016.

5. Closing date:

15th July, 2021

Interested Senior Academic Staff members are kindly requested to send the self-prepared application with the Curriculum Vitae along with other relevant information to the Assistant Registrar/DCEU through proper channels of communication before the closing date of applications. The applicants are encouraged to send their plans and programmes they propose to implement if appointed as Coordinators.

Director  
Distance and Continuing Education Unit

23.06.2021

**Professor Vajira P. Bulugahapitiya**  
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Wellamadama, Matara.