

Vacancy
Rajarata University of Sri Lanka
Centre for Distance & Continuing Education
Post of Project Assistant (Contract Basis)
Walk-in-Interview

Centre for Distance & Continuing Education, Rajarata University of Sri Lanka wishes to invite suitably qualified persons to appear at the Walk-in-Interview for the post of Project Assistant (on contract basis) to fill the job vacancies which are available at;

1. CDCE - Anuradhapura Premises,
2. Rajarata University of Sri Lanka, Mihintale Premises.

Qualifications:-

1. Should have passed the G.C.E. (O/L) Examination with six (06) subjects in one sitting with credit passes for :-

- I. Sinhala Language/ Tamil Language
- II. English Language / English Literature
- III. Mathematics

2. Should have passed all the subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.

AND

Other Qualifications

- (a) An acceptable qualification in Computer Applications of not less than Six (06) months.
- (b) Passed GIT in A/L.

Required key abilities

- Ability to handle administrative responsibilities, scheduling & coordination work.
- Ability to handle bulk mailings(Email)
- Ability to develop small software applications
- Ability to work with programming and scripting languages (Visual Basic, VB.NET, PHP, Java)
- Proficiency in MS Office suite and project management tools.
- Proficiency in data management and documentation.
- Proficiency in handling Social Media Platforms.
- Assist in organizing and maintaining related data and update databases with relevant information while ensuring data accuracy.

In addition, you are required to carry out any other duties assigned.

Eligibility: -

- a) Should be a citizen of Sri Lanka.
- b) Should be not less than 18 years and not more than 35 years of age at 15.01.2024
- c) Should have a good character.

Selection Interview and Particulars

- Interview will be held on 15.01.2024 at 9.30am at the Board Room of Center For Distance and Continuing Education, Rajarata University of Sri Lanka, Near the Sarvodaya, Bulankulama Dissawa Mawatha, Stage II, Anuradhapura.
- Applicants are required to download the application form from the University website (<https://www.rjt.ac.lk/> OR <http://cdce.rjt.ac.lk/cdce/news.php>) and duly completed application (Hard copy) should be submitted at walk-in-Interview.
- Prospective candidates should produce following documents at the interview (Original along with certified copies).
 - National Identity Card
 - Academic certificate/s
 - Professional/service certificate/s
 - Other relevant documents
- Salary : Rs. 35,000.00 (3% ETF and 12% EPF will be contributed by the University while 12% by the employee)
- Method of Recruitment: - The selection is done through a walk-in-interview and the appointment will be given for six (06) month period on contract basis.

Note Preference will be given to : (a) the applicants residing in Anuradhapura city area or Mihintale.
(b) ICT Degree holder of recognised university.

(Canvassing in any form will be a disqualification)

Registrar
21.12.2023