

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~~ 16.01.2024
- c) Should have a good character.

Selection Interview and Particulars

- Interview will be held on ~~15.01.2024~~ 16.01.2024 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