



VACANCIES

CLERICAL & ALLIED GRADES

KOTELAWALA DEFENCE UNIVERSITY - RATMALANA AND SOUTHERN CAMPUS - SOORIYAWEWA

01. POST OF MANAGEMENT ASSISTANT (CLERICAL SERVICES) GR. III

Salary Scale

U-MN I (III) - Rs. 30,725 - 17x300 - 35,825 p.m

Minimum Qualifications

External Category

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

- i. Sinhala Language / Tamil Language
- ii. English Language/ English Literature
- iii. Mathematics

And

01. Should have passed in all subjects at G.C.E (A/L) Examination (except the common General paper) at one sitting.

Preference will be given to those who possess the following;

- (a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

And

- (a) Two years of experience in the use of computer application packages.

Internal Category (Limited)

01. Should have passed the G.C.E. (O/L) Examination in not less than six (06) subjects with at least two credit passes in not more than two sittings.

And

02. Should hold a permanent post in a primary Level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post at General Sir John Kotelawala Defence University.

And

03. Should have completed at least five (05) years of continuous satisfactory service in Primary Level (U-PL salary category) permanent appointment prior to the respective date at General Sir John Kotelawala Defence University.

Age: Should be not less than 18 years and not more than 30 years of age on the closing date of applications. (Maximum age limit will not apply for internal candidates)

Method of selection

By written Examination (75% marks) of following Subjects

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Interview (25% marks)

*Papers will be in English Medium & Sinhala Medium.

KOTELAWALA DEFENCE UNIVERSITY – RATMALANA

02. POST OF LIBRARY INFORMATION ASSISTANT GR. III

Salary Scale

U-MN I (III) – Rs. 30,725 – 17x300 – 35,825 p.m

Minimum Qualifications

External Category

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

- Sinhala Language/Tamil Language
- English Language/English Literature
- Mathematics

And

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

(Passing in 03 subjects under the old syllabus at one sitting would be sufficient for this purpose)

And

- Preference will be given to those who possess the followings;

(a) Studentship or Part/Full qualification in Library and Information Science obtained from a recognized institute.

And

(b) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Internal Category

01. Should have passed the G.C.E (O/L) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in:-

- Sinhala Language/Tamil Language
- English Language/English Literature
- Mathematics

And

02. Should hold a Permanent post in a Primary level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post with five (05) Years of continuous Satisfactory service in Library of KDU.

*Preference will be given for who have obtained acceptable qualification in computer applications of not less than six (06) months duration from a recognized institute.

Age: Should be not less than 18 years and not more than 45 years of age on the closing date of applications. The upper age limit will not apply to the internal candidates.

Method of selection – By an aptitude test and interview

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy
- Subject Knowledge

*Papers will be in English Medium & Sinhala Medium.

GENERAL CONDITIONS

1. Be a citizen of Sri Lanka & Good Character.
2. The selected candidates will be a member of the Employees' Provident Fund. He/ She will contribute 10% of his/her monthly salary to the Employees' Provident Fund and at the same time the employer will make a total contribution of 15% of his/her salary. Three percent (3%) of the salary will be contributed by the University to the Employees' Trust Fund in terms of the provisions of the Employees' Trust Fund Act, No. 46 of 1980.
3. The other conditions of appointment will be in accordance with provisions of the General Sir John Kotelawala Defence University Act No 68 of 1981 and as may be amended from time to time and of any Ordinances, By-laws, Regulations and Rules made there under.
4. Applicants from Universities/Institutes/Govt. Depts. /Corporations or Statutory Boards should forward their applications through the Heads of respective Institutions.
5. University reserves the right to shortlist candidates for the interview.
6. Copies of Birth Certificate, G.C.E. O/L, G.C.E. A/L certificates and other relevant certificates regarding experience must be attached to application.
7. Applicants are strictly advised to apply in the format which can be downloaded from the KDU website. Late, incomplete and applications which does not comply with the prescribed format and not comply with the conditions of para number 04 above will be rejected.
8. Applied post should be written on the top left hand corner of the envelope and completed application forms to be forwarded under registered cover to "**Registrar, General Sir John Kotelawala Defence University, Ratmalana**".
9. Last date for receipt of application is 31.03.2024