



## VACANCIES

### ADMINISTRATIVE STAFF – PERMENANT CATEGORY

#### RATMALANA PREMISES

- 1) Post of Assistant Registrar
- 2) Post of Assistant Registrar (Legal & Documentation)

#### SOUTHERN CAMPUS - SOORIYAWEWA

- 3) Post of Assistant Bursar

### QUALIFICATIONS, ELIGIBILITY & RECRUITMENT PROCEDURE

- 1) Post of Assistant Registrar

#### External Applicants

- (a) Should possess a Bachelor's Degree with First or Second class from a recognized University/ Higher Educational Institute.

OR

- (b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management\*\* from a recognized University/ Higher Educational Institute.

Age : Should not be less than twenty two (22) years and not more than thirty (30) years.

#### Internal Applicants

- (a) An employee who possess a Bachelor's Degree from a recognized University/ Higher Educational Institute and is confirmed in the present post at the KDU.

OR

- (b) A holder of a post categorized under U-MN-1(II) / U-MT1(II) or above of the KDU and confirmed in that post.

Age : Should not be more than fifty three (53) years.

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- Public/Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology or
- Any other discipline with a significant component of Management/Administration

2) Post of Assistant Registrar (Legal & Documentation)

1. An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualification.

3) Post of Assistant Bursar

External Applicants

1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/ Higher Educational Institute.

OR

(ii) Should possess a Bachelor's Degree from a recognized University/ Higher Educational Institute with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

(iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

(b) Two (02) years of experience in Accounting/Auditing in a Government/ State corporation or reputed private sector organization.

Age : Should not be less than twenty two (22) years and not more than thirty (30) years.

Internal Applicants

1. (a) An employee who possess a Bachelor's Degree with Accounting as a subject from a recognized University/ Higher Educational Institute and is confirmed in the present post of the KDU.

OR

(b) A holder of a post categorized under U-MN-1(II) / U-MT 1(II) or above at KDU and confirmed in that post.

AND

2. At least two (02) years of working experience in the Finance/ Auditing Division of KDU or Higher Educational Institute.

Age : Should not be more than fifty three (53) years.

**Restrictions of Eligibility :**

- (a) No candidate shall be permitted to sit the written examination conducted in terms of the recruitment procedure, either under external category or internal category more than two (02) attempts.
- (b) If any internal candidate is eligible under the both categories of internal and external, he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category.
- (c) Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.

**Recruitment Procedure :**

All applicants under each category are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;

**1) Post of Assistant Registrar**External Category

1. IQ and Reasoning \*
2. Management Competencies \*
3. English Language (Common to both categories)

Internal Category

1. Legislation pertaining to university system \*
2. General Administration & Financial Procedures \*
3. English Language (Common to both categories)

\*Papers will be in English Language.

**2) Post of Assistant Registrar (Legal & Documentation)**

1. IQ and Reasoning \*
2. Law \*
3. English Language

\*Papers will be in English Language.

**3) Post of Assistant Bursar**External Category

1. IQ and Reasoning \*
2. Accounting & Finance \*
3. English Language (Common to both categories)

Internal Category

1. Legislation pertaining to university system \*
2. Accounting & Financial Administration Procedures \*
3. English Language (Common to both categories)

\*Papers will be in English Language.

## **SALARY SCALES**

- **Post of Assistant Registrar, Assistant Bursar and Assistant Registrar (Legal & Documentation) :-**  
U-EX I (II) Rs. 50,625 – 3x1,125 – 54,000 (EB) 55,335; 12x1,335 - 71,355 p.m. + (Rs. 17,800 Cost of Living + Rs. 5,000 Monthly Allowance + 45% MCA + 20% Additional Allowance)

## **METHOD OF RECRUITMENT**

Selection will be done by a structured interview based on the results of an aptitude test.