



VACANCY

ADMINISTRATIVE STAFF – ON ASSIGNMENT BASIS

• Post of Assistant Bursar (On Assignment Basis)

QUALIFICATIONS

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.

SALARY & OTHER PRIVILEGES

Monthly LKR. 42,280/- payment which is based on attendance

(Contribution to EPF & ETF)

METHOD OF RECRUITMENT

Selection will be done by a structured interview.

EMPLOYMENT NATURE

For a period of two (02) months which is extendable up to one year based on the requirement of the institute will be employed.

GENERAL CONDITIONS

1. Should be a citizen of Sri Lanka.
2. Selections will be done by the Board of Management of General Sir John Kotelawala Defence University only within the approved number of vacancies for the post.
3. The applicant should send the application downloaded from the websites (www.kdu.ac.lk) and (www.mpc.kdu.ac.lk) with certified copies of relevant certificates by registered post to reach The Registrar, General Sir John Kotelawala Defence University, Ratmalana or hand deliver to the University on or before 30/09/2022.
4. Applied post should be written on the top left-hand corner of the envelope.
5. Applicants are strictly advised to apply in the format which can be downloaded from the KDU and Metropolitan Campus KDU websites. Late, incomplete or applications which do not comply with the prescribed format will be rejected.
6. Selected candidates should be able to serve and perform duties of the post in any premises of Metropolitan Campus KDU.
7. Only the applicants who meet the required qualifications will be summoned for the interview.
8. Selections will be done in accordance with the recruitment procedures approved in relation to the post by the University and based on the results of the interview.
9. The University reserves the right to short list candidates for the Interview.

Application should be addressed to
The Registrar,
General Sir John Kotelawala Defence University,
Ratmalana 10390
Sri Lanka

Closing Date
30th September 2022

Visit our
Website for further details –
www.kdu.ac.lk
www.mpc.kdu.ac.lk